

Intern-Master Data Managment

Job ID
REQ-10057490

7月 10, 2025

India

摘要

Associate Analyst Master Data Expert:

Responsible for complex Global master data management processes (e.g. cross-divisional set-ups etc.) focused to ensure accurate and timely preparation and maintenance of master data in the SAP ERP system, in accordance of Supply chain operational activities in compliance with the GxP & Regulatory requirements, internal regulations (e.g. Novartis Quality Manual), Good Practices, and business objectives.

About the Role

Major accountabilities:

- Performing day to day activities of processing master Data tickets assigned as per the relevant SOPs , business matrix, SLA time lines & KPIs.
- The primary focus of the associate analyst is to learn & develop understanding to generate

insights through data using available tools & technologies.

- By analyzing the basic requirements, maintaining the attributes in the systems, and ensuring that all the data included in the system are reliable and from the right sources, ensure that the integrity and quality of site master data is established.
- Basic understanding of Material Master data Process and Supply chain objects.
- Basic Understanding of Pharma product and lifecycle events.
- High priority maintenance of data quality of master data and avoid duplication.
- Develop understanding of working in a GxP environment and adhere to the compliance policies of Novartis.
- Work in a team environment ensuring collaboration and mutual respect.
- Focus on innovation and bringing a fresh perspective to the traditional processes.
- Ensure accountability & ownership of the assigned tasks.
- Good communication skills (both written & verbal).
- Responsible for setting the right priorities to ensure timely release of material codes to manufacturing

Key performance indicators:

- Quality / Accuracy / Right First Time.
- Timeliness.
- GMP Compliance (number of deviations, technical issues, audit / inspection findings).
- Adherence to Novartis standards and Values & Behaviors, in particular, quality, ethical, health, safety, and environment standards (HSE), and information security standards (ISEC).
- Productivity.
- Minimum Requirement
Work Experience:

- Learning Agility.
- Change management (adoption to change).
- Problem solving & Innovational Mindset.
- Pharma Basics
- MS-Office

Skills:

- NA.

Languages :

- English.

Why Novartis: Helping people with disease and their families takes more than innovative science. It takes a community of smart, passionate people like you. Collaborating, supporting and inspiring each other. Combining to achieve breakthroughs that change patients ' lives. Ready to create a brighter

future together? <https://www.novartis.com/about/strategy/people-and-culture>

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部门

Operations

Business Unit

Innovative Medicines

地点

India

站点

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

Others

Job Type

Full time

Employment Type

Early Career (Fixed Term)

Shift Work

No

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